

S O P T E R M I N A L O P E R A T I O N

Terminal will operate daily, except Sunday, on following schedule:

OPEN - 0600 hours.

CLOSE - 30 minutes after A/C departure.

OPEN - 1400 hours.

CLOSE - One hour after A/C arrival.

On days when two trips are to be made, the terminal will be kept open until thirty minutes after departure of the second trip, then resume normal operation.

The terminal operator will be in charge of all cargo and passengers while in the terminal building. He will receive, sign for, and store all cargo from shippers if properly packed and marked. After all cargo has been delivered for the day, he will execute a cargo manifest in duplicate. One copy will be given to the MATS crew and one retained on file. Manifest will be unclassified.

After each company has called in the next day's passengers, the terminal operator will execute a passenger manifest in two copies, one copy to the A/C crew and retain one for file. This manifest will be used to check the passengers' arrival at the terminal and boarding the A/C.

After the return of the A/C each day, the actual takeoff and landing times of each trip will be recorded in ink or typewritten on the appropriate manifest. On the following day, each company representative will be advised by phone as to the identification number of each employee making the trip and the actual flight time. This is necessary to complete each company's records and aids in compiling individual pay of subject employee. Passenger manifest will be unclassified.

Terminal operator is responsible for safeguarding cargo in the terminal.

25X1A6a

25X1A6a

Direct communication with [REDACTED] by [REDACTED] has been established and may be utilized by calling [REDACTED]. After each departure, the terminal operator will cause the Commander, [REDACTED] to be notified as to MIA. Also, [REDACTED] may be had by calling this number.

25X1A6a

25X1A6a

TERMINAL OPERATION (Cont.)

After arrival of the A/C [REDACTED] 25X1A6a, the plane will immediately be serviced to 1600 gallons fuel and full oil capacity. Then the A/C will be loaded with the next day's cargo under the direction of the aircraft commander. Any maintenance will be taken care of after loading of A/C and before 0630 next morning. In the event the A/C is not flyable, Commander, [REDACTED] will be notified and efforts will be coordinated toward utilizing the C-47 to make the shuttle. 25X1A6a

Overall responsibility for the operation of the terminal and the shuttle lies with Commander, [REDACTED] 25X1A6a

If a flight is delayed for more than fifteen minutes, COMMO will be called and requested to notify [REDACTED] of the nature of delay and ETD of A/C. 25X1A6a

A contract with [REDACTED] 25X1A5a2 has been let to load and off-load cargo on MATS A/C at MATS Terminal on a twenty-four hour basis except between the hours of 2030 and 2300 each night. 25X1A5a2y should be notified one hour before they are needed, telephone [REDACTED]. The MATS Terminal operator must certify as to the number of pounds loaded or off loaded on approved forms and deliver them weekly to [REDACTED] 25X1A2e in person.

25X1A2e

ADDENDUM TO TERMINAL OPERATION S O P

25X1A5a2

25X1A5a2

MATS Terminal Operator will certify weekly as to the service rendered by [REDACTED] on the loading agreement. These papers listing pounds cargo loaded or off-loaded will be prepared by [REDACTED] and carried to the TO on [REDACTED]. The following will be typed on the papers after verification as to their correctness:

"I certify that the above bill is correct and just and that payment therefor has not been received."

(Name)

(Title)

25X1A2e

The papers will then be sent to:

[REDACTED]
Los Angeles 40, Calif.

Payment will be made by [REDACTED] direct to [REDACTED]

25X1A5a2

25X1A2e